eProcurement (SRM)
Basic Buyer

2015

Welcome to LaGov ERP *eProcurement Basic Buyer* Training

Prior to attending this course, you should have already taken Intro to *eProcurement*, which included the following objectives:

✔Navigate the various tabs and screens in eProcurement

✔Describe the Shopping Cart Requisitioning process

✔Describe the components of the RFX (Bidding) process

✔Describe the Purchase Order and Contract processes
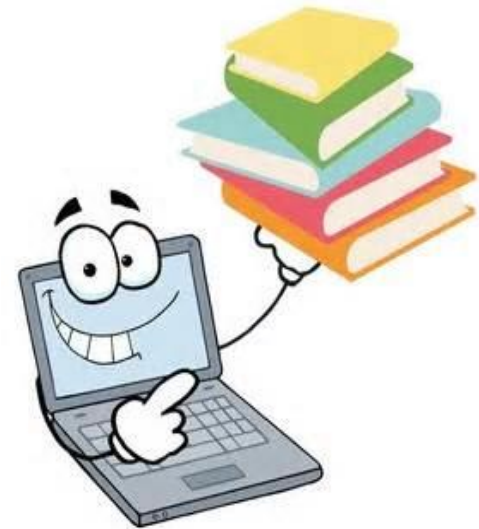
The LaGov eProcurement system replaced the AGPS and CFMS systems on July 1st, 2015.

This course provides an introduction to eProcurement (SRM) in LaGov. The eProcurement (SRM) module is used to create Purchase Orders for the purchase of goods and services

It will include details about:

- o Creating Shopping Carts
- o Creating Standard Purchase Orders
- o Creating Confirming Purchase Orders
- o Using Search functionality
- o Changing a Purchase Order
- o Managing Purchase Orders

This class focuses on LaGov ERP business processes.

Refer questions regarding specific policies, practices and procedures to your agency

You will work in the LaGov ERP training system where you will:

- Practice navigating the SRM screens

- Create various purchasing documents

Your participation in this training environment is an opportunity to increase your working knowledge of SRM and will boost your effective use of the system when you return to your job.

Process Based Roles

All LaGov ERP system end users will receive process based training by role, which means that they will be trained on the concepts and transactions needed on the job:

✓ Each end user will be assigned one or more LaGov ERP security roles which will determine the transactions they can access in the LaGov ERP system.

✓ In some instances, end users may receive more training than they will have access to perform back on the job.

The Roles in In eProcurement (SRM) are:

1. **Requisitioner**- A role in SRM assigned to Users with the authority to create eProcurement Shopping Carts (requisitions).

2. **Basic Buyers** (PGroup) - Roles that allow Users to create Shopping Carts and Purchase Orders.

3. **Buyers** (PGroup) - Roles that allow Users to
    – Create Shopping Carts
    – Create RFx's
    – Create Contracts
    – Create Purchase Orders

4. **Approvers**- Roles that have the authority to accept or reject Shopping Carts, RFx's or Purchase Orders.

This Course focuses on the Basic Buyer Role

Contact your agency's LaGov Security Administrator(s) if you encounter problems accessing an SRM process or have questions about your assigned security role.

LaGov ERP

Lesson One: **Introduction to eProcurement (SRM) Basic Buyer**

Lesson Two: Create Shopping Carts and a Purchase Order From an Approved Shopping Cart

Lesson Three: Create a Standard Purchase Order

Lesson Four :   Create a Confirming Purchase Order

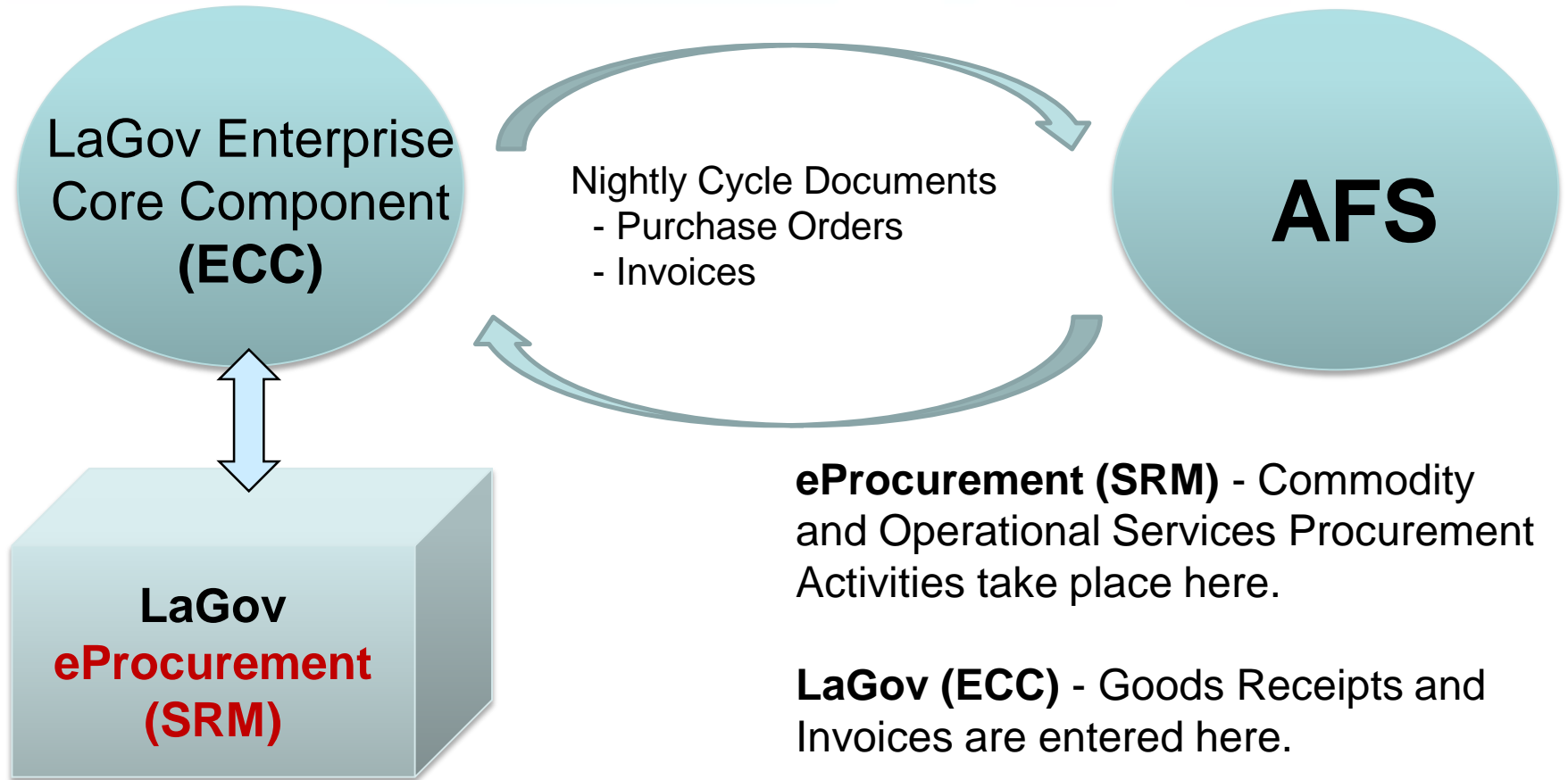Lesson Five: Managing Purchase Orders

Lesson Six: Wrap Up

LaGov Enterprise Core Component **(ECC)**

Nightly Cycle Documents
- Purchase Orders
- Invoices

AFS

LaGov eProcurement (SRM)

This Integration Overview only applies to Agencies utilizing AFS.

eProcurement (SRM) - Commodity and Operational Services Procurement Activities take place here.

LaGov (ECC) - Goods Receipts and Invoices are entered here.

AFS – Payments will be made in AFS.
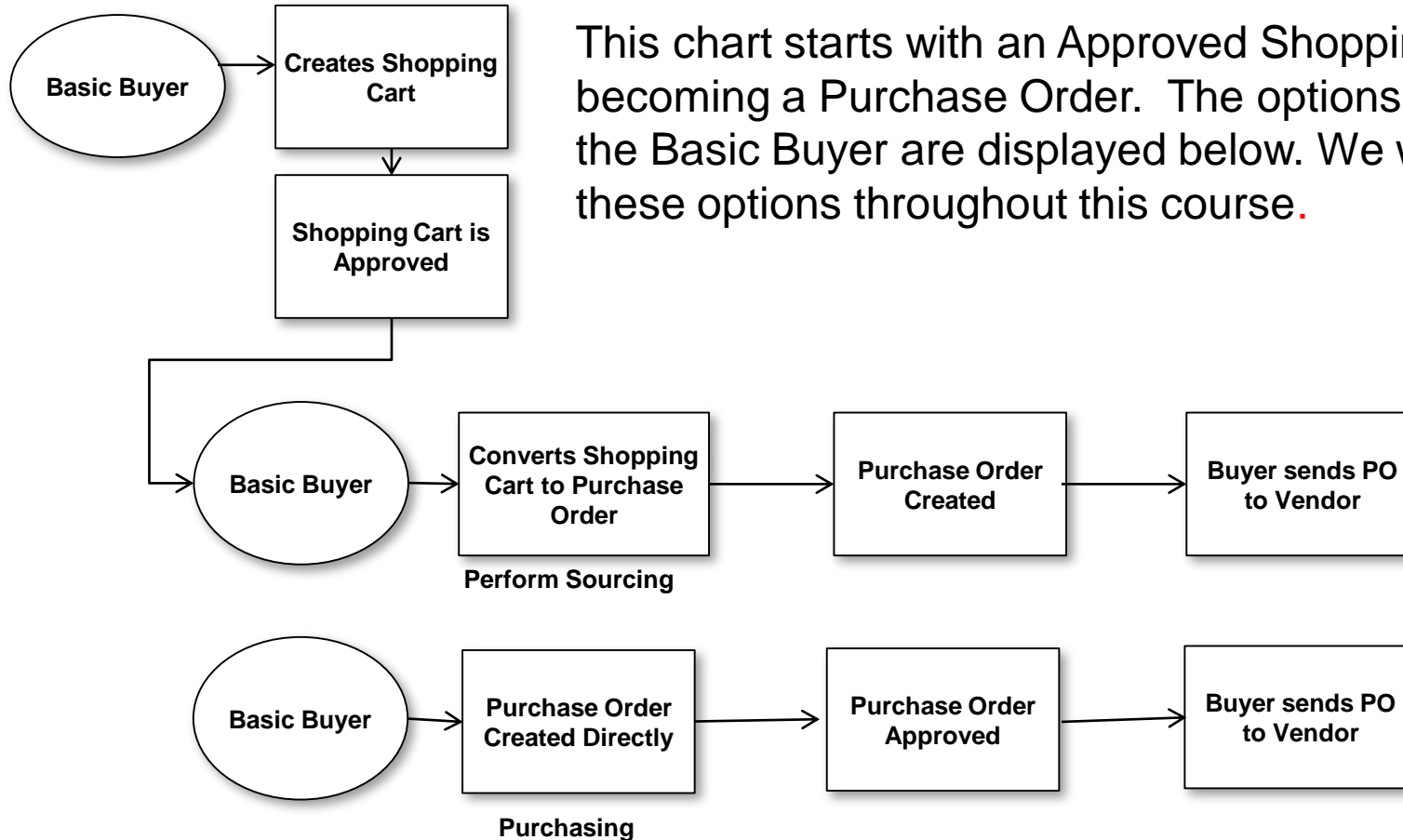
Term	Definition
Account Assignment	Costing information such as Cost Center, G/L Account, Fund, WBS Element, etc.
Approver	Roles that have the authority to accept or reject Shopping Carts, RFx's or Purchase Orders
Buyer	An SRM security role that carries out purchasing functions within eProcurement.
Requisitioner	Users with the authority to create eProcurement Shopping Carts (requisitions).
Perform Sourcing	Buyer's work area in SRM used to assign source of supply to Shopping Carts and create solicitation documents and/or Purchase Orders and Contracts.
Source of Supply	An established vendor or contract

The Purchasing process begins with an <u>Approved</u> Shopping Cart

This chart starts with an Approved Shopping Cart becoming a Purchase Order. The options available to the Basic Buyer are displayed below. We will cover these options throughout this course.

```
Basic Buyer → Creates Shopping Cart → Shopping Cart is Approved
```

```
Basic Buyer → Converts Shopping Cart to Purchase Order → Purchase Order Created → Buyer sends PO to Vendor
```
Perform Sourcing

```
Basic Buyer → Purchase Order Created Directly → Purchase Order Approved → Buyer sends PO to Vendor
```
Purchasing
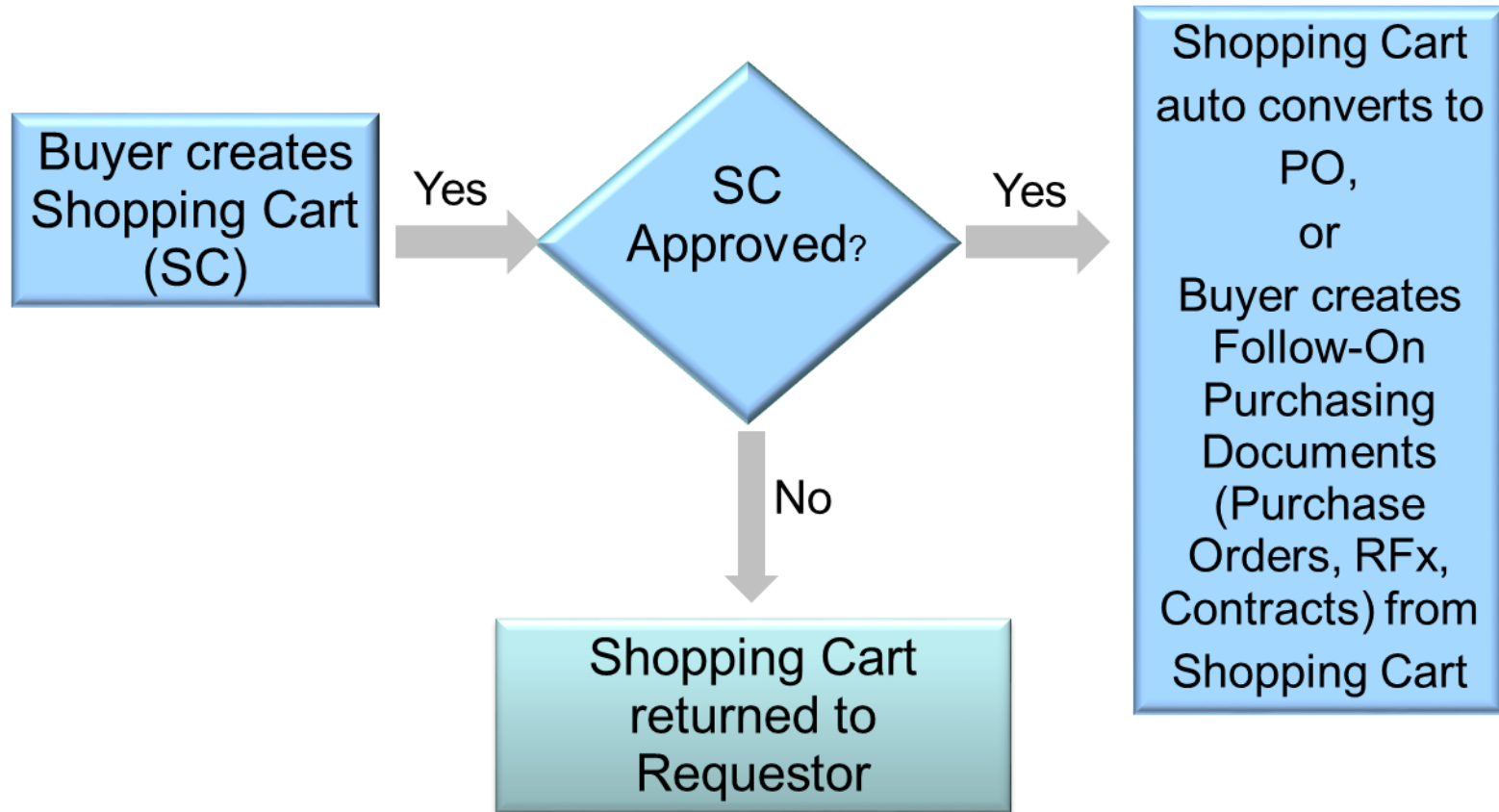
Shopping Carts

Header Data on a Shopping Cart applies to the entire document. Header data appears at the top of the screen and includes the following data:

Name of Shopping Cart

Default Settings

Approval Process

Item Data on a Shopping Cart applies to a single line item. Item Data appears on the lower half of the screen and includes the following data:

Description

Quantity

Price

Delivery Date

Accounting Information

The following chart shows a comparison of AFS and LaGov Account Assignment values.

AFS Field	LaGov Field	AFS Example	LaGov Example
Agency	Business Area	107	107
Object	General Ledger Account	3310	3310
Expenditure Org	Cost Center	1001	1071001
Reporting Category	Fund	H2HP	107H2HP
Sub Object	Funds Center	AA	AA
Activity	WBS Element	KATR	KATR
Function Code	Order (Statistical)	GRNT	GRNT
Budget Fiscal Year – Capital	Budget Fiscal Year – Capital	14	14
Capital Appropriation	Capital Appropriation	001	001
Capital Fund	Capital Fund	055	055
Job Number	Job Number	00026RRA	00026RRA

Note that the values are identical for all segments except the Expenditure Org and Reporting Category, which for LaGov, are preceded by the 3-digit agency number.

Account Assignments determine:

- Which funds and grants will be encumbered when the Purchase Order is sent to AFS.

Shopping Carts and Purchase Orders can have Single or Multiple Account Cost Distribution.

- Single Account Cost Distribution has a single funding source for the line item.

- Multiple Account Cost Distribution has multiple funding sources.

- Only OPERATING funds can have multiple account cost distributions.

Material Item	Service Item	Limit Item
• Percentage • $ Value • Quantity	• Percentage • $ Value	• Percentage

Note: Accounting Objects cannot be changed on a purchase order once it reaches the "ordered" status.

Once the Shopping Cart items are <u>ordered</u>:

- 👍 The multi-level workflow approval process begins.
- 👍 The item appears in the 1st Approver's Work Overview.

Approval Processes may differ slightly from one Shopping Cart to another, even for the same Requestor. We will illustrate these differences later in the course. Factors that can impact approvals include:

- 👍 Account Assignment

- 👍 Agency creating the Shopping Cart

- 👍 Product Category (Commodity Code, UNSPSC code)

- 👍 Total value of each individual line item on the Shopping Cart

Approvers have roles that give them the authority to accept or reject Shopping Carts, RFx's or Purchase Orders.

When a Shopping Cart or Purchase Order is "ordered" the system automatically routes it to one or more Approvers.

Users can view Approvers, determine work flow and the sequence of the Approval Process for Shopping Carts and PO's under:

General Data > Approval Process > Display / Edit Agents

What do Account Assignments determine?

– *Which funds and grants are to be encumbered when the Purchase Order is posted.*

Will the approval process be the same on each Shopping Cart?

– *Approval processes may differ slightly from one Shopping Cart to another, even for the same Requestor.*

✓*Lesson One: Introduction to eProcurement (SRM) Purchase Orders*

Lesson Two: Create Shopping Carts and a Purchase Order From an Approved Shopping Cart

Lesson Three: Create a Standard Purchase Order

Lesson Four: Create a Confirming Purchase Order

Lesson Five :   Managing Purchase Orders

Lesson Six: Wrap Up

This lesson is designed to show you how to:

- Enter Default Settings for Shopping Carts.

- Create a Shopping Cart from the MDM catalog.

- Create a Shopping Cart from an External catalog.

- Convert an approved Shopping Cart to a Purchase Order.

LaGov Term	Definition
Contract	An agreement executed with a vendor for goods and/or services. It is a non-financial document, as it does not create an encumbrance.
Cost Center	Organizational unit within a controlling area that represents a defined location of cost incurrence.
Fund	A separate and distinct fiscal/accounting object containing a set of accounts used to budget and control costs used to identify source.
General Ledger	Records values and represents assets, liabilities, revenues, expenses, and fund balances.
MDM Catalog	SRM Internal Master Data Management (MDM) catalogs are used to search, compare, and procure products from suppliers.
Purchase Order	Procurement document sent to vendors for procurement of goods and services.

LaGov Term	Definition
Purchasing Group (PGroup)	A subdivision of Purchasing Organization that is used for day-to-day buying activities in SRM. The PGroup represents a buyer in SRM. Requisitioners will only be able to select Buyers assigned in their organizational units.
RFx	RFx is the document initiated by a buyer in order to solicit competitive bids (quotes) from multiple suppliers.
Shopping Cart	The document created by a Requisitioner to initiate the purchasing process for goods and services.
SRM	Supplier Relationship Management is the procurement module within LaGov.
UOM	Unit of Measure is the criterion on which you measure the quantity of the material.

LaGov Term	Definition
UNSPSC	**U**nited **N**ations **S**tandard **P**roducts and **S**ervices **C**ode. A single global classification system of products and services. Required for creating a Shopping Cart by describing the requirements.
Work Overview	A list of tasks assigned to a specific user that require action.

eProcurement (SRM) Basic Buyer

Basic Buyer → **Creates Shopping Cart** → **Shopping Cart is Approved**

Create a Shopping Cart
The process begins when a Requestor (Buyer or Requisitioner) creates a Shopping Cart; and then, that Shopping Cart is approved.

Basic Buyer → **Converts Shopping Cart to Purchase Order** → **Purchase Order Created** → **Buyer sends PO to Vendor**

Perform Sourcing

Basic Buyer → **Purchase Order Created Directly** → **Purchase Order Approved** → **Buyer sends PO to Vendor**

Purchasing

SRM Screens

- The entire screen shot is not always visible on every monitor.

- Use the scroll bars at the bottom to move left and right.

- Use the one the right to scroll up and down.

Explorer Back ⬅ **button:** Be careful not to click the *Internet Explorer Back* ⬅ button. You will exit the module and lose what you have entered if you have not already "Saved" it.

Other Tips

If a "**Wheel**" appears on your screen; <u>pause until it disappears</u>. *When you see the "Wheel" the system is checking the data or information you entered. (It is also looking for errors.) Clicking "**Enter**", "**Check**" or* ***moving between fields****, triggers the "Wheel".*

"**Refresh**" updates the screens to give you latest information available.
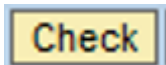
"**Check**" displays if you have errors and what they are.

"**Errors**" may be mistakes, but may also be data that still needs to be entered.
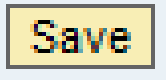
"**Save**" often to ensure the data you enter is not lost. When you "Save" you are in Display. Click must "**Edit**" to open fields and make changes.

Match Code: Allows the user to search for more detailed information.

On the **LaGov ERP** screen you can:

- View Announcements (**LaGov Announcements** LaGov Announcements)

- Access **eProcurement (SRM)** eProcurement (SRM)

- Run reports, etc. (**Data Warehouse** Data Warehouse)

- Your security role, determines what tabs you have in this bar.

Tabs

- The tabs <u>you see</u> will depend upon the security roles tied to your position.
- Familiarize yourself with the tabs that display on the Initial Screen.
- Whenever a tab is clicked, it is highlighted in blue.

The **Announcements** tab is the default landing page. This tab displays announcements and links related to SRM.

The **Home** tab is assigned to every user and displays the user's Work Overview and Reports.

The **Procurement** tab is used to create and manage RFx's (bids), Purchase Orders and Contracts.

From the portal select eProcurement (SRM) to access the LaGov ERP – eProcurement (SRM) home page screen. The SRM home page allows users to: view SRM announcements, set up a default delivery address, run reports and access the screens needed to perform processes associated with role(s) in SRM.

The **Detailed Navigation Panel** provides options based on the SRM tab selected.

Selecting an option under **Detailed Navigation** will open available options in the **Services** section.

Goods (Commodities)

Options to consider for sourcing

✓ Statewide MDM Catalog

✓ An agency contract

✓ External catalog

Services

• Operational Services

Every Shopping Cart line requires the following information:

- Basic information about what you are ordering: Description, Quantity, Price

- P-Group - used for day-to-day buying activities in SRM. The PGroup represents a Buyer in SRM.

- Account Assignments - Costing information such as Cost Center, G/L Account, Fund, WBS Element, etc.

- Delivery Address - where you want your order delivered.

Default Settings allows users to set up all of this information in the beginning of the create a Shopping Cart process.

Information entered in Default Settings will populate the applicable fields for that specific Shopping Cart.

Use Default Settings when you have multiple line items on a specific Shopping Cart that are:
- Handled by the same P-Group.
- Billed to the same Account Assignments.
- Sent to the same Delivery Address.
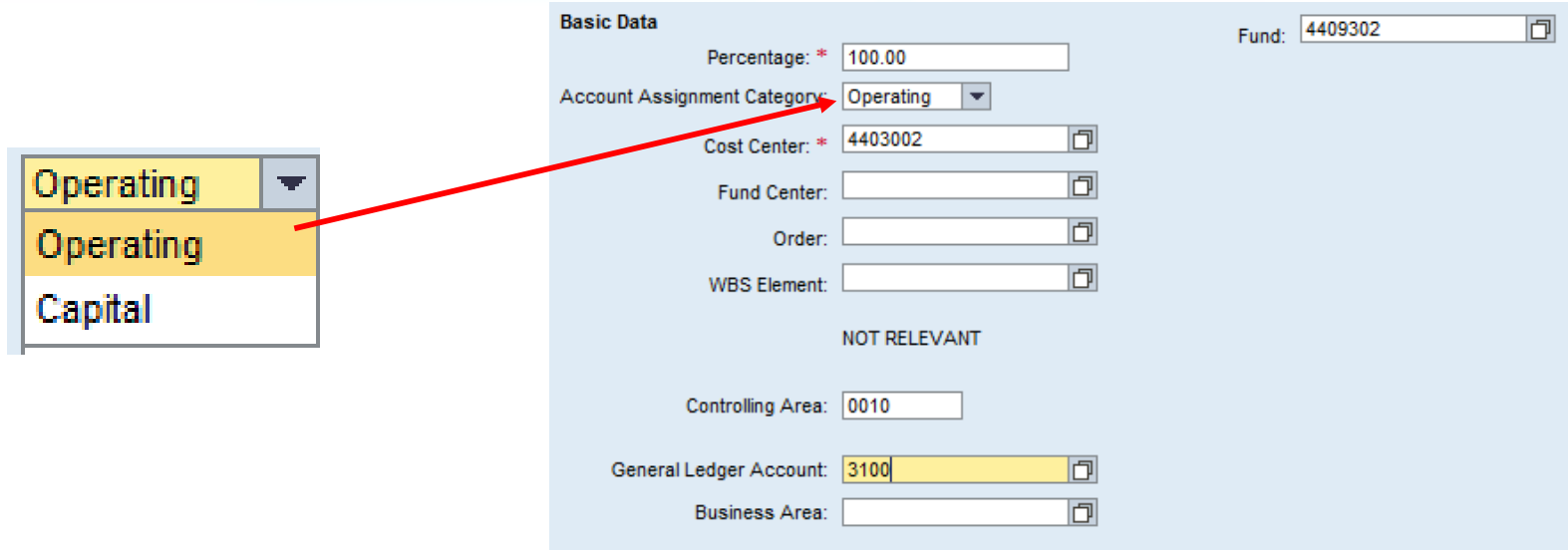
Internal **Master Data Management (MDM) Catalog** is the central repository where Agency term and statewide contract lines reside.

The MDM Internal Catalog:

- Contains items on statewide contracts.

- Is used to search, compare, and procure products from suppliers.

- Is used to search for items based on a number of different search criteria including TNumbers and the UNSPSC global classification system.

"Operating" was selected for the Account Assignment Category here.

The specific cost center and fund are entered at the Item Detail level on the Account Assignment Tab. The General Ledger Account will default based on the product category entered on the line item. The General Ledger Account may be changed if needed.

The "Capital" account assignment category should be selected when capital funds are to be used. Additional fields such as the Capital Budget Fiscal Year, Job Number, Capital Appropriation and Capital Fund must be completed.

Create a Shopping Cart from the MDM Internal Catalog

Now it's your turn to practice what you have learned.

- Complete Exercise 1 in your *Participant Exercise Guide.*
- Follow the steps in the Exercise Guide and use the training data provided.

Purpose: Create a Shopping Cart

Trigger: Perform this procedure when ordering an item from a statewide contract.

Helpful Hints: SRM Internal MDM catalogs may be used to search, compare, and procure products from suppliers. These catalogs include items that are available from statewide contracts.

Order Items from an Internal Catalog

What is an internal catalog?

The Internal catalog houses statewide and agency term contract lines.
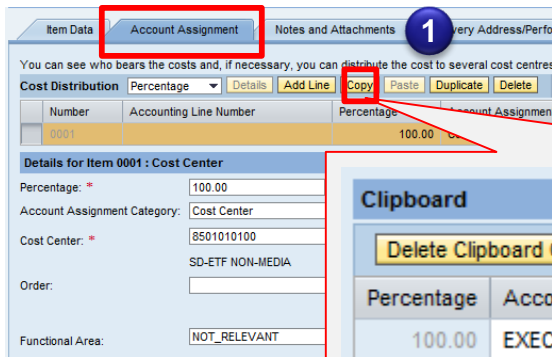
What are the basic elements needed on a Shopping Cart line?

Basic Information (Description, price, quantity), PGroup, Accounting Information, Delivery Address and Delivery Date

When multiple line items in a Shopping Cart share the same Account Assignments, use the Clipboard to copy accounting details to additional lines.
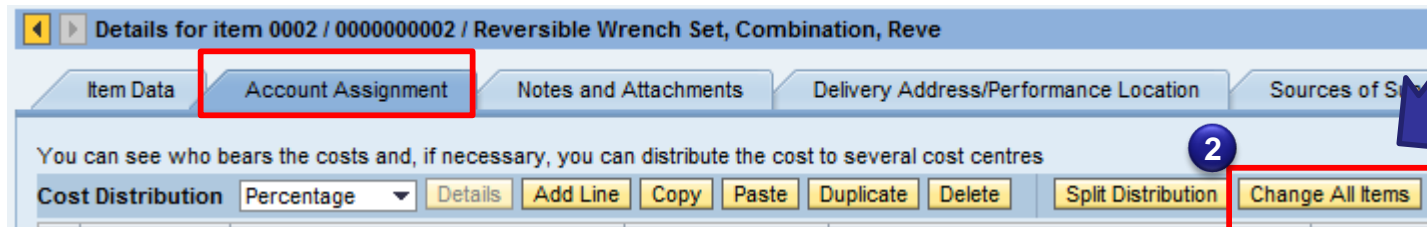
① Click **Copy** in the **Account Assignment** tab to create the **Clipboard.**
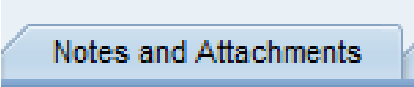
The **Change All Items** button is added to the options in the **Account Assignment** bar.

Clicking the **Change All Items** button will populate every line item on the Shopping Cart with the clipboard information.

Use the **Notes and Attachments** [Notes and Attachments] tab to communicate with the Buyer and/or Approver(s) to provide additional information or documentation about the Shopping Cart.

- Adding notes to a Shopping Cart helps the Buyer and/or Approver(s) better understand your specific requirements when sourcing.

- You can also use the notes to document changes to a Shopping Cart prior to approval.

Order Multiple Items from an External Catalog

Now it's your turn to practice what you have learned.

- Complete Exercise 2 in your *Participant Guide.*

- Follow the steps in the Exercise Guide and use the training data provided.

Purpose: Used to purchase goods and materials such as office supplies, tools, hardware, etc. from approved, pre-authorized vendors who manage and provide access to their website catalogs.

Trigger: Perform this procedure when ordering an item from an external catalog.

Help Script: Create a Shopping Cart from External Catalog

Order Multiple Items from an External Catalog

What is an external catalog?

External catalogs are links to outside supplier catalog websites.

When would you use the **Notes and Attachments**?

Adding notes to a Shopping Cart helps the Buyer and/or Approver(s) better understand your specific requirements when sourcing.

You may also use Notes and Attachments to document changes to a Shopping Cart prior to approval.

May Requisitioners and Buyers create Shopping Carts from any External Catalog they choose?

No, Only listed External Catalogs are enabled within the SRM module.

Multiple/Split Accounting Distribution
eProcurement (SRM) Basic Buyer

Purchase Orders can have Single or Multiple Account Cost Distribution.

- Single Account Cost Distribution has a single funding source for the line item.

- Multiple Account Cost Distribution has multiple funding sources.

Account Assignments determine:

- Which funds and grants are to be encumbered when the Purchase Orders are posted.

- Which accounts are to be charged when the incoming invoice or goods receipt is posted.

There are three ways that costs can be distributed:

Percentage	Value	Quantity
• Material Item • Service Item • Limit Item	• Material Item • Service Item	• Material Item
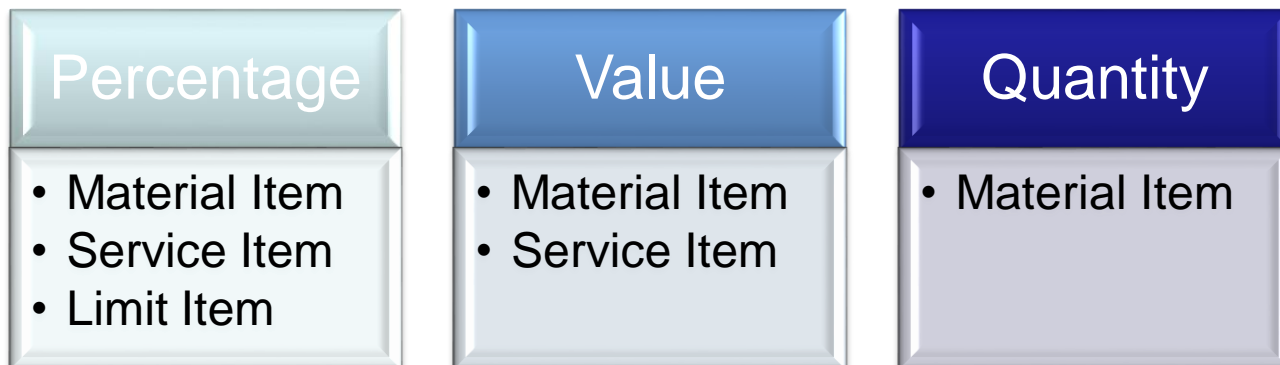
In eProcurement, the *UNSPSC = <u>Product Category</u> field

For example: The UNSPSC code for Ball Point Pens Refills would be "44121704".

44 = Segment of Office Equipment, Accessories and Supplies
   12 = Family of Office supplies
     17 = Class of Writing instruments
       04 = Commodity of Ball point pen refills

** When creating a Purchase Order by describing the requirements, the Basic Buyer must select the appropriate <u>**Product Category****</u>.

NIGP   ➡   UNSPSC   ➡   Product Category

*UNSPSC is a single global classification system of products & services. It is <u>replacing the NIGP Commodity Code.</u>

When a Shopping Cart is to be processed by the Office of State Procurement, the Requestor must set the Purchasing Group field to one of the two options below:

• One Time Buy Bid Team

• Maintenance Services Blanket Buys Bid Team

Questions related to this process should be directed to the Office of State Procurement.

**Create a Shopping Cart with Split Accounting
Using Describe Requirements and Adding an Attachment**

Now it's your turn to practice what you have learned.

Complete Exercise 3 in your *Participant Guide.*

Purpose: Use this procedure to create multiple account assignment distribution within a line item on a shopping cart. Multiple account distribution is often referred to as "split distribution."
Use this procedure when required goods or services cannot be found in a purchasing catalog.

Help Script - Create a Shopping Cart by Described Requirements
Shopping Cart with Multiple Accounting / Split Distribution on a Line Item

SRM – Shopping Cart with Multiple Account Assignments

How can line item costs be distributed across different accounts?

Distribution across accounts can be by percentage, quantity or value.

Under what tab is the accounting cost distribution done?

Account Assignment tab

When distributing the cost to multiple accounts, to what percentage do the accounts need to add?

100 percent

From the **Header** tab in the **Approval Process Overview** window, there is an overview of all the Approvers on a Shopping Cart.

	Sequence	Process Step	Status	Processor	Received On	Processed On	Forwarded By
▪	001	SRM Shopping Cart Approval (1)	Approved	P00010630	08/12/2010 09:50:18	08/12/2010 10:06:24	
▪	002	SRM Shopping Cart Approval (1)	Approved	P00010630	08/12/2010 10:06:28	08/12/2010 10:06:55	
▪	003	SRM Shopping Cart Approval (1)	Approved	P00010630	08/12/2010 10:07:03	08/12/2010 10:07:23	

In this screen shot we see the:
1. Order in which the approvals occur - **Sequence**
2. Shopping Cart's status - **Approved**
3. Approver's P-Id # - **Processo**r (*Click the link for more details.)*
4. Date the Approver received the Shopping Cart - **Received On**
5. Date the Approver processed the Shopping Cart - **Processed On**

Approved Shopping Carts

- ✓ If a Shopping Cart is approved and certain criteria are met; the Shopping Cart goes through an automatic process where it is converted to a Purchase Order. The Basic Buyer takes no action in this case.

- ✓ Some Shopping Carts will go through additional approvals based on agency requirements, cost centers and product categories.

- ✓ The Purchasing process begins with an Approved Shopping Cart.

- ✓ Once a Shopping Cart has been approved, it becomes available on the Perform Sourcing screen.

Rejected Shopping Carts

If a Shopping Cart or a Shopping Cart Item is rejected:

- Locate and read the **Approval Note.**
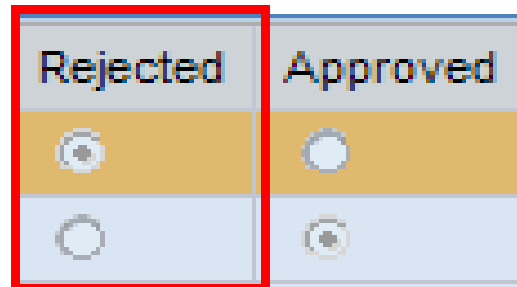
  This note may be a rejection or the Approver may request changes to the Shopping Cart or Shopping Cart Item that was rejected.

Rejected Shopping Carts

The screen shot below reflects a Shopping Cart with two items.

This view only displays when there is more than one line item.

Line Item 1 was rejected.

Line Item 2 was Approved.

Rejected	Approved
⦿	○
○	⦿

After you read the Approvers note:

- You may **Accept Decision** which cancels **only the** rejected **Shopping Cart Item(s).**

- **Adjust Shopping Cart item** in accordance with the Approver's notes and order the Shopping Cart again.

Approvals are based on the document type (i.e., Shopping Cart) and the type of approval required to meet State and/or Agency requirements.

Fund Manager/ Cost Center Approver

1st Level   Fund Manager Approver
- **Required for all Shopping Carts**

Fiscal Approver

2nd Level   Approver Fiscal Approver
- Depends on Agency Requirements.

Commodity Approver

3rd Level   Approver Commodity
- Depends on Agency Requirements.

A Shopping Cart is typically found in one of two areas, depending on its status:

Work Overview	Active Queries
(INBOX: Stores _your_ Shopping Carts that require your action.)	All Shopping Carts can be found regardless of status
• Your Rejected Shopping Carts	• ALL • Awaiting Approval • Saved
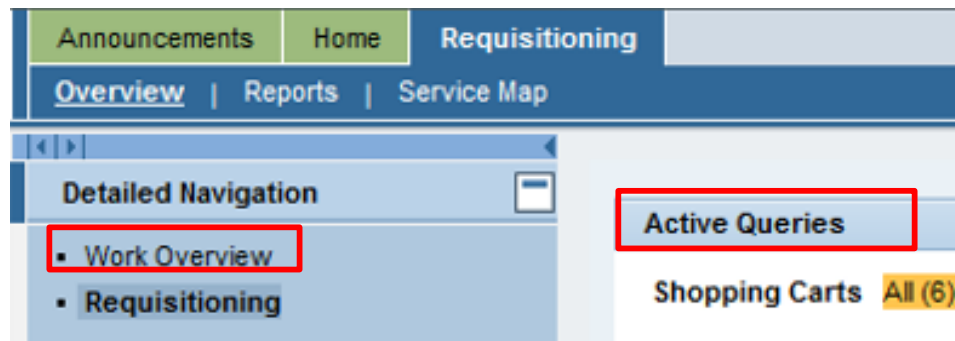
A list of Shopping Carts can be displayed by selecting one of the following predefined criteria known as Active Queries

- **All** will display all Shopping Carts created by the user regardless of status.

- **Saved** will display all Shopping Carts created by the user and at Saved status.

- **Awaiting Approval** will display all Shopping Carts created by the user and at Awaiting Approval Status.

Users will only see the Shopping Carts they create.

In some cases, it is easier to use **Active Queries** to locate a Shopping Cart.

1 Click the *Requisitioning link* in the **Detailed Navigation** Panel.

3 The **Active Queries** options box displays available search fields.
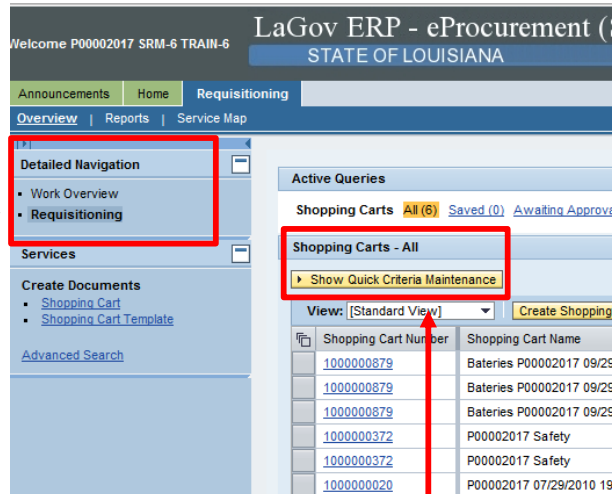
2 Click *Show Quick Criteria Maintenance button* in the **Shopping Carts – All** section.

Under the **General Data** section, by clicking on the Display/Edit Agents link, and by selecting the '**Item**' tab, a Requestor can highlight each line item of the Shopping Cart and determine the Approver, Approver Level, and Status of that line.

Status   Approver

Processor

Approver Level

Agent Determination

Locate Shopping Cart in Awaiting Approval Status

Now it's your turn to practice what you have learned.

- Complete Exercise 4 in your *Participant Guide.*

- Follow the steps in the Exercise Guide and use the training data provided.

Purpose: Use Active Queries to locate your purchasing documents in order to review status, edit, or copy.

Trigger: Display purchasing documents (Shopping Carts).

Helpful Hints: Displays purchasing documents based on the criteria selected to narrow search results.

Help Script: Search for a Shopping Cart

What information is found under Active Queries?

All Shopping Carts created by you and their status.

What did your search produce?

All Shopping Carts that met the search criteria were displayed for the Requestor.
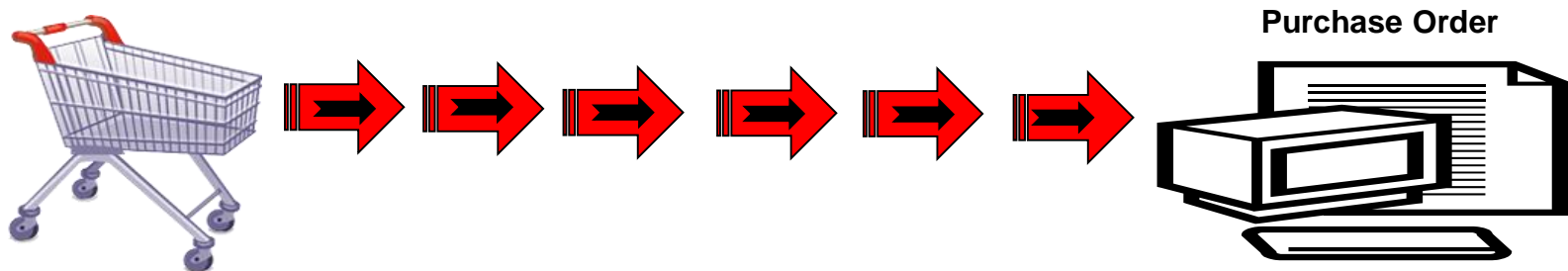
What information was displayed?

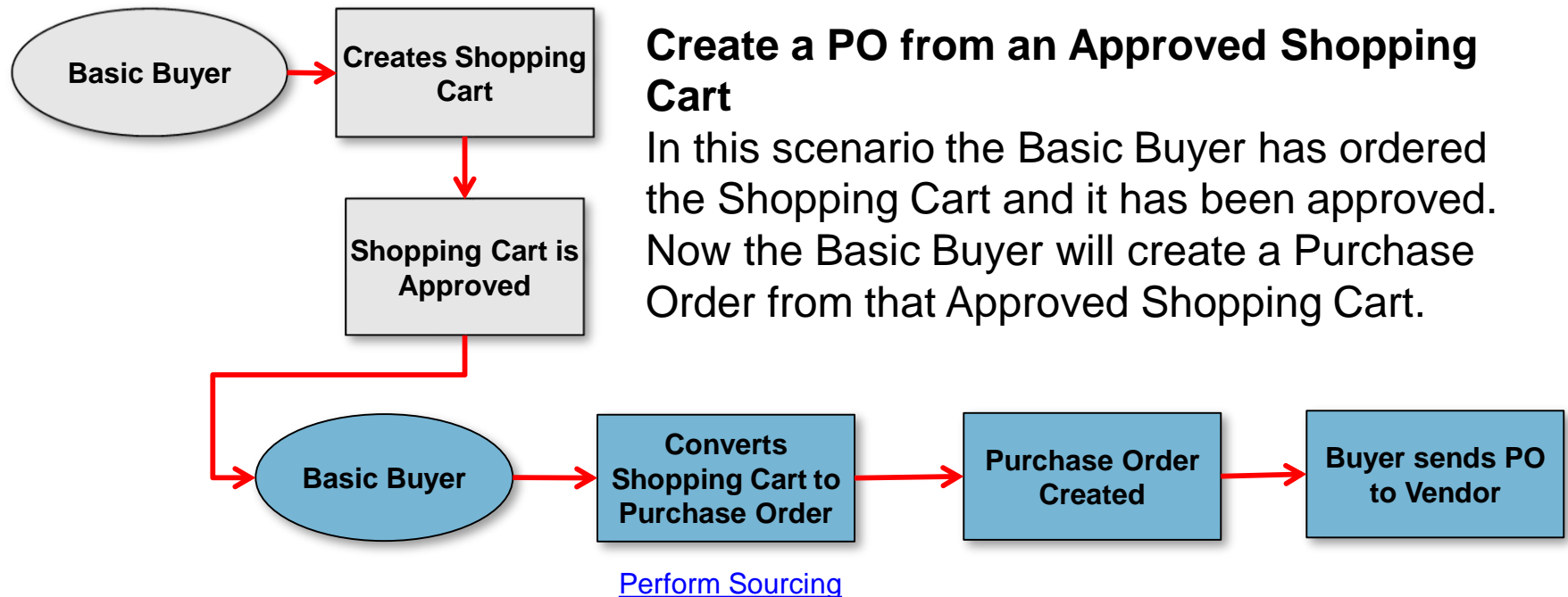*Approvers, Approval Level, and Status were displayed.*

Where do you find rejected Shopping Carts that require your action?

In your Work Overview.

Shopping Carts that meet the following criteria will automatically convert to Purchase Orders:

- Shopping Cart total value is less than $5,000 and item is from a catalog.

- Shopping Cart total value is less than $5,000 and item is marked Confirming.

Purchase Order

Create a PO from an Approved Shopping Cart

In this scenario the Basic Buyer has ordered the Shopping Cart and it has been approved. Now the Basic Buyer will create a Purchase Order from that Approved Shopping Cart.

Perform Sourcing

Shopping Carts that require conversion to either a PO are accessed in **Perform Sourcing** link.
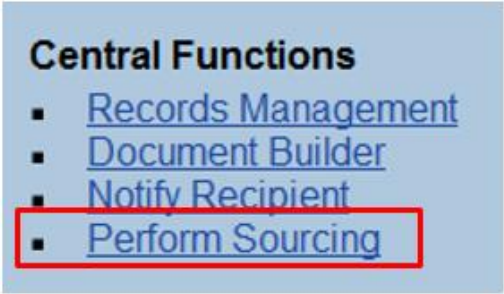
The Buyer creates a Purchase Order by:

1. Converting a Shopping Cart from **Perform Sourcing.**

   All information from the Shopping Cart is transferred to the Purchase Order, where further details can be added.

2. Creating the Purchase Order manually using the **Purchasing** link.

Once a Shopping Cart has been approved, it becomes available on the **Perform Sourcing** screen where the process for the Basic Buyer begins.

Central Functions
- Records Management
- Document Builder
- Notify Recipient
- Perform Sourcing

When a Purchase Order is created from a Shopping Cart, all information from the Shopping Cart is transferred to the Purchase Order, where further details can be added.

Only <u>Approved</u> Shopping Carts are under the <u>Perform Sourcing</u> link.

Buyers may also create Purchase Orders directly, but the Purchase Order must then undergo the Approval Process.

A Buyer will enter his/her Purchasing Group to display all the Shopping Carts routed to that Buyer for action.

Carry out Sourcing | History

Number of Shopping Cart:	Name of Shopping Cart:
Item Description:	Product Category:
Product:	Supplier:
Requestor:	External Requirement:
Purchasing Organization:	Account Assignment Category:
Purchasing Group: O 50000045 273 DEBBIE ROCK	Assign Number:
Priority:	Intended for Grouping: ☐
Delivery Date Range:	Include Locked Items: ☐
Delivery Date: To:	

Search

Search Results

Select All | Expand | Collapse | Hide Subordinate Outlines | All Categories ▼ | Reject Items

Shopping Cart / Item Number	Configurable Item Number	Description	Category	Priority	Quantity	Unit	Requestor	Delivery Date	Supplier Number	Supplier Name
• 🖥 1000000005/4	0003	Latitude E6510;Latitude E6510	43211500		1	EA	JEANNIE PREJEAN	06/05/2010	310004462	DELL COMPUTER C
• 👥 1000000105/1	0001	Line 1 - Service	47101500		200	HR	JEANNIE PREJEAN	04/30/2010 To 04/30/2013		
• 👥 1000000105/2	0002	Line 2 - Service	47101500		300	HR	JEANNIE PREJEAN	04/30/2010 To 04/30/2013		
• 👥 1000000105/3	0003	Line 3 - Service	47101500		500	HR	JEANNIE PREJEAN	04/30/2010 To 04/30/2013		
• 🖥 1000000147/1	0001	Trees	10152000		10	EA	CHARLOTTE GARRISON	06/10/2010		
• 🖥 1000000154/1	0001	Trees	10152000		10	EA	JEANNIE PREJEAN	06/04/2010	310000001	*MATTHEWS MARIN
• 🖥 1000000156/1	0001	Trees	10152000		10	EA	JEANNIE PREJEAN	06/04/2010	310000001	*MATTHEWS MARIN
• 🖥 1000000160/1	0001	Trees	10152000		10	EA	JEANNIE PREJEAN	06/04/2010	310000001	*MATTHEWS MARIN
• 🖥 1000000270/1	0001	FLAG,SIGNAL,W/STAFF,24X24 IN,RED	55121700		1	EA	CHARLOTTE GARRISON	06/16/2010	310000004	*PRENTEX ALLOY I
• 🖥 1000000273/1	0001	FLAG,SIGNAL,W/STAFF,24X24 IN,RED	55121700		1	EA	JEANNIE PREJEAN	06/16/2010	310000004	*PRENTEX ALLOY I

Shopping Carts assigned to the Buyer are listed.

Just click on the document link to <u>view</u> a Shopping Cart.

LaGov ERP

Header Data on a Purchase Order applies to the entire document. Header data appears at the top of the screen and includes the following data:

> Purchasing Group (PGroup)
>
> Payment Terms
>
> Location
>
> Address of the Buyer
>
> Supplier

Item Data on a Purchase Order applies to a single line item. Item Data appears on the lower half of the screen and includes the following data:

> Quantity
>
> Price
>
> Delivery Date
>
> Accounting Information

POs will not automatically print.

When a standard PO reaches an ordered status and has successfully encumbered in AFS via the nightly interface, the PO is then **emailed to the Buyer as a pdf**.

Users will be able to run the AFS Status/Crosswalk Report to view the status of <u>all</u> POs sent in the nightly interface.

For POs that <u>fail budget check</u>, the options to resolve the PO are:

- Change the PO to reflect different accounting objects

- Adjust the budget in AFS

After the budget is adjusted in AFS, failed POs will not require additional changes in SRM and will be resent in the nightly interface to AFS.

POs can be marked as "Emergency" if the PO is required before the nightly interface runs.

The two ways to mark a PO as "Emergency" are:

- **Catastrophic Emergency Doc Type -** These POs are typically for Declared Emergencies such as Hurricanes, Ice Storms, etc. These POs are captured on Legislature Reports.

- **PO Line Item LaGov Process Type – Emergency -** These POs are typically for non-Declared emergencies such as plumbing, electrical emergencies, etc. These POs are captured on statutory reports to the Office of State Procurement.

POs may be emailed to Vendors directly from SRM when the following criteria are met:

- The Vendor **must agree** to receive POs during Vendor Registration (or after registration through the Vendor Portal)

- The Agency **must agree** to send POs electronically

If both of the above criteria are met, the Buyer will have access to the Email field on the PO Output tab. The Vendor's main email address will default in this field.

Create a PO from an Approved Shopping Cart

Now it's your turn to practice what you have learned.

- Complete Exercise 5 in your *Participant Exercise Guide*
- Follow the steps in the Exercise Guide and use the training data provided.

Purpose: Use this process to create a Purchase Order when a Shopping Cart has the status "Approved".

Trigger: Perform this procedure when a Purchase Order has to be processed from an approved Shopping Cart.

Help Script: Create a Purchase Order from Shopping Cart – Perform Sourcing

Create a Purchase Order from an Approved Shopping Cart

What are the 2 ways a Basic Buyer can create a Purchase Order?

1. *Convert a Shopping Cart from Perform Sourcing.*
2. *Create the Purchase Order manually using the Purchasing link.*

What data on a Purchase Order applies to the entire document?
- *Header data*

Do all line items on a Purchase Order need to share the same accounting details?
- *No, Item Detail is specified for each line item and each line item may have different accounting details. Line items may also have split accounting.*

Agency Users have access to the report from a Link in SRM.

The below is a sample of the report results.

Further details and steps to run the report and view the results will be available in a Process Details Article listed on the LaGov Help Website.

It is important to review the information in the report for your POs frequently and resolve any POs with errors by either changing the LaGov PO or updating AFS.

Agency Users have access to the PO Interface Status Report to review POs sent to AFS in the nightly cycle. Important information contained in this report include:

- LaGov PO Number, AFS PO Number

- LaGov PO Lines Number, AFS PO Line Number

- LaGov Vendor Number, LaGov Vendor Name

- Accounting Objects/Coding used on each PO Line

- PO Line Dollar Amounts

- AFS Status (Posted vs Error)

- AFS Error Code and Error Description (i.e. Why the PO failed to Encumber in AFS)

- For additional information go to:

LaGov Help→SRM & Procurement Relevant Report→ZFI1722-SRM Statewide – AFS Status and Crosswalk Report

✓ *Lesson One: Introduction to eProcurement (SRM) Purchase Order Orders*

✓ *Lesson Two: Create Shopping Carts and a Purchase Order From an Approved Shopping Cart*

Lesson Three: Create a Standard Purchase Order

Lesson Four: Create a Confirming Purchase Order

Lesson Five :   Managing Purchase Orders

Lesson Six: Wrap Up

This lesson is designed to let you create Purchase Orders in the training environment. By completing the Exercise in this Lesson you will:

- Create a Purchase Order using the Purchasing link in SRM.

Create a Purchase Order

In this scenario the Basic Buyer is creating the Purchase Order directly. The PO is approved and sent to the vendor.

```
( Basic Buyer )  →  [ Purchase Order Created Directly ]  →  [ Purchase Order Approved ]  →  [ Buyer sends PO to Vendor ]
```
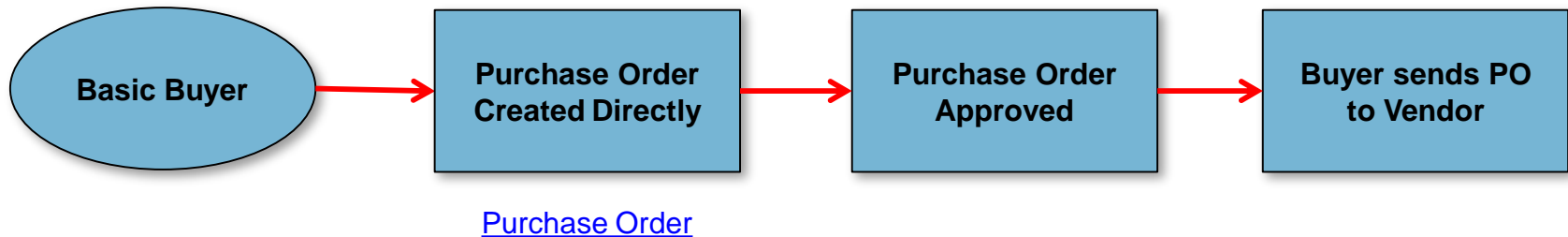
Purchase Order

There are four types of Purchase Orders:

1. **ECPO: Standard PO** - the PO document type that will be used most of the time.

2. **CNF: Confirming PO** - used when the goods / services have been received prior to creation of the PO.

3. **CEMR: Catastrophic Emergency PO** - do <u>not</u> go through an approval process. This PO type should only be used in the event of a declared catastrophic emergency such as Hurricane Katrina.

4. **OFPC PO:** Used only by the Office of Facility Planning & Control

When a Purchase Order is created without an approved Shopping Cart, it must undergo the approval process (exception is CEMR).

Purchase Orders for Commodities do not need additional approvals if they are created from an <u>Approved</u> Shopping Cart and no changes to items or accounting details have been made. However, some agencies may elect to have additional Approvals on a PO.

Factors that can impact approvals include:

➢ Type of Purchase Order

➢ Product Category (Commodity Code, UNSPSC code)

➢ Agency creating the Purchase Order

➢ Account Assignments

➢ Total value of Purchase Order

Fund Manager / Cost Center

1st Level   PO Fund Manager Approver is:
- Required on any PO created directly (not from Shopping Cart).
- Required on any PO change where any account assignment object is changed from the Shopping Cart or previous version of the PO.

Agency PO Approver

2nd Level   PO Agency Approver is:
- Depends on Agency Requirements.
- Optional if the PO value is greater than $5000 and the PO is not created from an RFx Response, Catalog, Contract.

OSP Approver

3rd Level   OSP Approver is:
- Required if PO value is greater than Agency DPA and the PO is not created from an RFx Response, Catalog, Contract.

Once Purchase Orders items are <u>ordered</u>:

- The Workflow Approval process begins.

- The item appears in the Fund Manager Approver's Work Overview.

Factors that can impact approvals include:

– Type of Purchase Order

– Agency creating the Purchase Order

– Account Assignments

– Total value of Purchase Order

Purchase Orders can have Single or Multiple Account Cost Distribution.

- Single Account Cost Distribution has a single funding source for the line item.

- Multiple Account Cost Distribution has multiple funding sources

- Only OPERATING funds can have multiple account cost distributions.

Material Item	Service Item	Limit Item
• Percentage • $ Value • Quantity	• Percentage • $ Value	• Percentage

Note: Accounting Objects cannot be changed on a purchase order once it reaches the "ordered" status.

Now it's your turn to practice what you have learned.

- Complete Exercise 6 in your *Participant Exercise Guide.*

- Follow the steps in the Exercise Guide and use the training data provided.

Purpose: This process is used to distribute the item costs to multiple accounts.

Trigger: Use this procedure to create a Shopping Cart with multiple account distribution.

Helpful Hints: If using percentage when distributing the cost to multiple accounts, make sure that the Account Distribution percentages across the different accounts add up to 100 percent.

SRM – Purchase Order with Multiple Account Assignments

Under what tab is the account distribution done?

- *The Account Assignment tab*

When distributing the cost to multiple accounts, to what percentage do the accounts need to add?

- *100 percent*

Will each Purchase Order go through the same approval process?

- *No. The approval process depends on Agency Requirements*

✓ *Lesson One: Introduction to eProcurement (SRM) Purchase Orders*

✓ *Lesson Two: Create Shopping Carts and a Purchase Order From an*
Approved Shopping Cart

✓ *Lesson Three: Create a Standard Purchase Order*

Lesson Four: Create a Confirming Purchase Order

Lesson Five :   Managing Purchase Orders

Lesson Six: Wrap Up

This lesson lets you practice the management of additional types of Purchase Orders. You will:

- Create a Confirming Purchase Order.

- Learn the difference in split accounting between Purchase Orders for Commodities and Purchase Orders for Services.
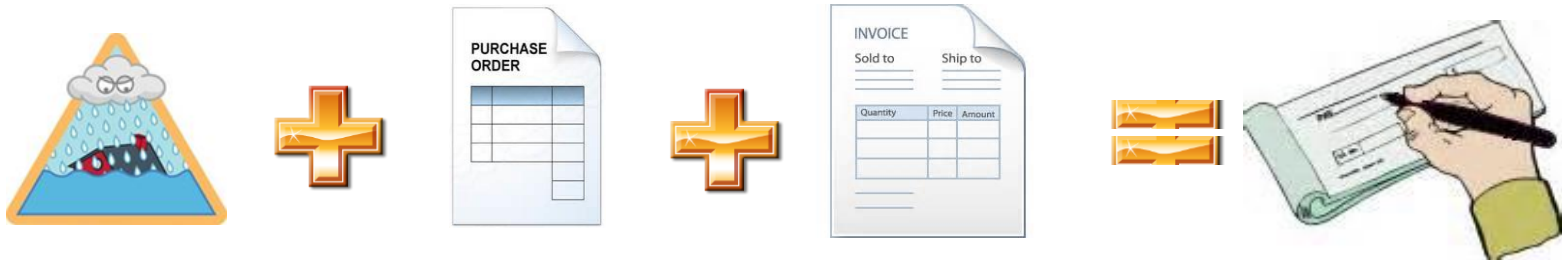
Occasionally there will be a need to create a Purchase Order after goods have been received or a service has been provided.

For example, emergency services such as plumbing, electrical, pest control, equipment repair, etc.

A Confirming Purchase Order is required in order for the invoice to be paid.

Purchase Orders for services (as in the following exercise) can have single or multiple Account Cost Distribution.

- Single Account Cost Distribution has a single funding source for the line item.

- Multiple Account Cost Distributions have multiple funding sources (on either a value or percentage basis).

  ✓ Only OPERATING funds can have multiple account cost.

Service Item
• **Percentage**
• **$ Value**

Limit Item
• **Percentage**

Note: Accounting Objects cannot be changed on a Purchase Order once it reaches "Ordered" status.

Now it's your turn to practice what you have learned.

- Complete Exercise 7 in your *Participant Exercise Guide.*

- Follow the steps in the Exercise Guide and use the training data provided.

Purpose: Use to create a Purchase Order for materials/services that have already been received and for which the Buyer has an invoice.

Trigger: Perform this procedure when a Buyer received the goods or services before the Purchase Order was prepared.

Help Script- Create a Confirming Shopping Cart

Create a Confirming Purchase Order

Under what tab is the account distribution done?

- *The Account Assignment tab*

When distributing the cost to multiple accounts, to what percentage do the accounts need to add?

- *100 percent*

LaGov ERP

✓*Lesson One:	Introduction to eProcurement (SRM) Purchase Orders*

✓*Lesson Two:	Create Shopping Carts and a Purchase Order From an Approved Shopping Cart*

✓*Lesson Three: Create a Standard Purchase Order*

✓*Lesson Four:	Create a Confirming Purchase Order*

**Lesson Five :	Managing Purchase Orders**

Lesson Six:	Wrap Up

In this lesson you will search for Purchase Orders and add line items to existing POs. You will:

- Use Active Queries to locate Purchase Orders.

- Add a line item to an existing Purchase Order.

- Change Accounting Objects on a Purchase Order in an "Ordered" status.

Now it's your turn to practice adding a line to a Purchase Order.

- Complete Exercise 8 in your *Participant Exercise Guide.*

- Follow the steps in the Exercise Guide and use the training data provided.

Purpose: Perform this procedure to add a line item to a Purchase Order.

Trigger: Perform this procedure when it is required to change a Purchase Order

Helpful Hint: the Purchase Order must exist in the system.

When a Purchase Order reaches <u>Ordered</u> status the system will send the PO to AFS to encumber.

Accounting objects cannot be changed after a purchase order reaches an "ordered" status. The distribution amount, i.e., the percentage split and the quantity can be changed but the objects cannot.

To facilitate the change the quantity on the existing line item must be changed.

- Reduce the line item amount and add a new line so the total value of the PO does not change.

Change Accounting Objects on PO in an "Ordered" Status

Now it's your turn to practice what you have learned.

- Complete Exercise 9 in your *Participant Exercise Guide.*

- Follow the steps in the Exercise Guide and use the training data provided.

Previously referred to as "No Accounting"

Shopping Carts and Purchase Orders have an option to <u>not encumber funds</u>.

A dropdown on the header of the document is used to identify the **No Encumbrance options**.

The two No Encumbrance Options available are:

- **No Encumbrance -** when selected, a dummy Fund will default in the Accounting Tab. A Cost Center must be entered to drive approval to the Cost Center Manager.

- **No Encumbrance & Offline Approvals** - when selected, a dummy Fund and dummy Cost Center will default. All Agency approvals will be bypassed as they should have been gathered offline.

✓*Lesson One: Introduction to eProcurement (SRM)Purchase Orders*

✓*Lesson Two: Create Shopping Carts and a Purchase Order From an*
Approved Shopping Cart

✓*Lesson Three: Create a Standard Purchase Order*

✓*Lesson Four: Create a Confirming Purchase Order*

✓*Lesson Five :   Managing Purchase Orders*

Lesson Six: Wrap Up

You have:

- Navigated the various tabs and screens to create Shopping Carts and Purchase Orders.

- Created multiple line items on Purchase Orders.

- Used split accounting on a Purchase Order.

- Created a Confirming Purchase Order.

All vendors who want to conduct business with the State of Louisiana and receive email notifications of bid opportunities must be registered in LaGov and pay their annual vendor subscription fee via the Office of State Procurement/ LaPAC vendor enrollment portal.

Office of **State Procurement**

LaPAC
Velcome to the Louisiana Procurement and Contract Network

| LaPAC Public Menu | Vendor Registration Menu | Vendor Reg Procedures | UNSPSC Product Search | UNSPSC Product Tree |
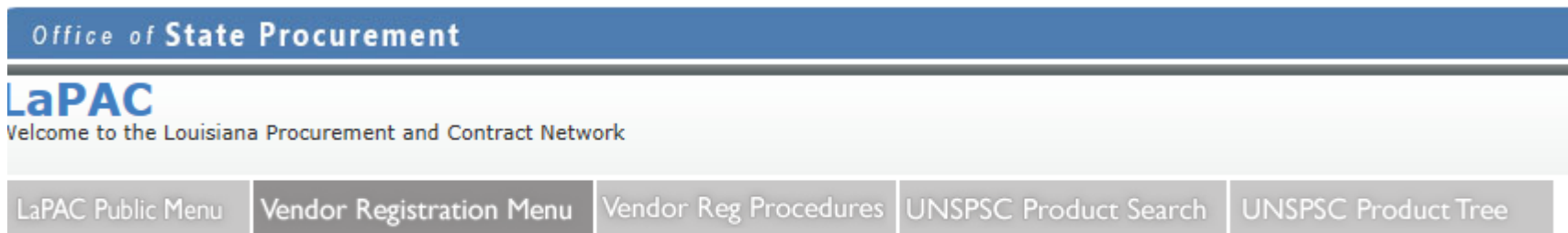
Vendor Registration Menu

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg

All Vendors must:

✓ Complete the Supplier Self Registration forms.

✓ Provide a W-9 to the Office of Statewide Reporting and Accounting Policy (OSRAP).

The three phase process begins by going to:
https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg and entering basic company information.

PHASE 1 Submit Initial Registration
Complete and submit the new supplier registration form online to receive permanent Vendor ID and temporary password.

PHASE 2 Receive Permanent Vendor ID and Temporary Password and Create Your Personal Password.

PHASE 3 Manage Your Vendor Account.

Detailed Help Scripts are available at:
http://www.doa.louisiana.gov/osp/vendorcenter/regnhelp/index.htm

Review available help information:

- LaGov ERP Help:

  - ✓ Help Scripts that contain simulations

  - ✓ Quick Reference Cards

  - ✓ Report Descriptors

- LaGov OIS Help Desk:

  - ✓ Submit a Help ticket

Your FIRST STEP for assistance is the LaGov ERP Help Script.

- Help Scripts are available for eProcurement (SRM) processes.

- LaGov ERP Help Scripts provide information on each process. Each script includes the **Purpose** of the process, the **Trigger** (when to use the process),**Helpful Hints**, and **Step-by-Step Instructions** on how to successfully carry out the process.

Accessing Help

LaGov ERP Help: http://lagovhelp.la.gov/

Or Click the Help Link in the top right corner in LaGov

Listserv Emails: Subscribers receive email updates regarding LaGov

Users may subscribe to Listserv at the following link:

http://www.doa.louisiana.gov/ois/electronicnotifications.htm

Need More Help? Have Questions?

After you have completed training, the LaGov staff is still available to assist you. In fact, we encourage you to let us help you.

- To contact LaGov staff for help or to report problems submit a web ticket.

- WEB tickets provide a record of your contact; as well as help LaGov track issues and identify recurring issues.

Click the red "Open a Web Ticket" button icon.

Or

Access the Office of Information Services/OIS Help Desk at:

- http://www.doa.louisiana.gov/ois/Service/User_Support/HelpDesk/helpdesk.htm

LaGov ERP

Complete the fields:

- Submitter Information

- Submitter Contact Info

- Ticket Information

Click the **Submit** button.

1. Log on to LEO using your Personnel number and password.

2. Click on the My Training tab.

3. Go to the My Learner Account area of the screen.

4. Click on the Qualifications Profile link.

5. When the course is credited, the Qualification will display. All course Qualifications are stored in this area.

Congratulations!

You have completed the

eProcurement (SRM)

Basic Buyer
Course.